STANDARD FORM NO. 64
Sanitized - Approved For Release : CIA-RDP54-00177A000100120019-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 1 June 1950

FROM : Acting Chief, Supply Branch

SUBJECT: Monthly Report - May 1950

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1. The third floor [redacted] will be available for occupancy within a period of 1-2 weeks. Mastic flooring, as required, and painting remains to be accomplished.

2. At a meeting held in your office on 2 May 1950 with representatives of the Services, Fiscal and Library Divisions, it was decided that the only procedure adaptable for use within CIA relative to requisitioning, procuring, receiving and effecting payments for books and periodicals was the procedure recommended by the Ad Hoc Committee. A memorandum of agreement is in process of being routed to individuals concerned with respect to this matter.

3. The procedure covering "Inspection of Unserviceable Property Prior to Transfer to Stock" whereby the Audit Group inspects unserviceable property being turned in has proven successful in many aspects. This procedure has greatly reduced the number of unnecessary transfers of property to stock. The continued efforts on the part of the auditors with respect to this matter is of great benefit to the operations of this office. Further, the practice of inspection prior to transfer to stock instills in the minds of responsible and accountable officers the necessity for greater utilization of agency property.

4. Additional operating procedures for the Storage and Issue Section have been effected during the past month which will provide greater efficiency in the work performance of the three labor crews and in the operations of the Office Supplies and Equipment Unit.

5. As of 15 May 1950 the use of PBS laborers was discontinued. CIA laborers will be furnished the Chief, General Services Branch in the event of minor moves of CIA offices.

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6. A fire drill was held for the entire [redacted] Warehouse group on 19 May 1950, and an evacuation of the premises was accomplished in four (4) minutes. This office was notified by the Chief, Physical Security Branch that the official fire drill, requested by this office per your approval, scheduled for 10:30 A.M. this morning has been postponed until 7 June 1950.

RELEASED

[redacted]

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Volume:

Procurement Section:

1. Requisitions:

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[redacted]

Total number received.....
Pending bids, clearances, etc.....
Held without action.....
Total number of requisitions completed.....

2. Purchase Orders

Prepared and issued.....
Total amount expended.....
Printing & Binding Estimates and Petty Cash..
Total expenditures.....

Contract Section:

1. Contracts completed
   Supply..... 3
   Service..... 11
   Lease..... 0

2. Amendments to contracts completed
   Supply..... 0
   Service..... 8
   Lease..... 2

3. Contracts pending
   Supply..... 1
   Service..... 5
   Lease..... 1

4. Amendments to contracts pending
   Supply..... 1
   Service..... 1
   Lease..... 0

5. PBS Agreements completed
   Supply..... 2
   Service..... 2
   Lease..... 1

6. Total authorized obligations....

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Storage and Issue Section

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1. Requisitions

Received during month.....
Completed.....
Pending.....

Account No. 2 - Office Supplies.....
Account No. 3 - Office Equipment.....
Account No. 5 - Medical Supply Account.....
Account No. 6 - General Supplies.....
Account No. 8 - Surplus Property Account.....

2. Cargo and domestic shipments

Requests.....
Shipments accomplished.....
Total weight shipped.....
Total number of cases shipped.....

3. Miscellaneous

Moving and relocation of equipment in CIA buildings:
Number of job orders.....
Number of man-hours required.....

4. Identification Control Records

Postings to records.....
Inventories processed.....

5. Typewriter Maintenance and Repairs

Requisitions received during month.....
Requisitions completed during month.....
Requisitions on hand.....
Overhaul and shop work.....
Service calls.....
Total number of machines repaired.....
Estimated dollar value of all work.....

6. Furniture repairs

Service calls.....
Shop repairs.....
Estimated dollar value.....

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